

The Lutheran University Association, Inc.

d/b/a Valparaiso University

Solicitation, Canvassing, Selling, and Fundraising on Campus

No solicitation or canvassing of any kind, including in the residence halls, may be conducted on campus, nor may articles, goods, or services be offered for sale by anyone without prior permission from the Office of Student Life. This includes sales of items by campus groups in the Harre Union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings, or administrative buildings. Raffles are also prohibited. Students wishing to conduct on-campus solicitation, fundraising, etc., must complete the [Fundraising Event Approval Form](#).

From time to time, student organizations may seek to raise funds to support group activities from sources outside the University. The following policies have been established concerning fundraising activities by student groups.

1. A student group seeking to engage in fundraising activities must be a student organization officially recognized by Valparaiso University.
2. Prior to engaging in fundraising activities, student groups must complete a request to contact external entities. Send the request to student.life@valpo.edu. The request should contain a clear statement describing the purpose of the solicitations and a list of names and affiliations (such as the name of a Valpo alumnus, company name and point of contact, or organization name and point of contact) of prospective donors. Once received, the Office of Student Life will submit the list of names and affiliations to the Advancement Office for review and approval.
3. There are two distinct categories of fundraising activities carried out by student groups: those for non-campus charitable purposes, not integrally related to the educational purposes of the University, and those directly related to the tax-exempt educational purposes of the University and that will be conducted in the name of Valparaiso University.
 - a. Student groups soliciting for non-campus charitable purposes shall not have access to the University accounting system and will be unable to deposit monies collected into Student Activities accounts. Checks received by the student group should be made payable directly to the beneficiary of the solicitation.
 - b. Student groups soliciting in the name of Valparaiso University must adhere to the following:
 - i. The University must, at all times, maintain control over the solicitation, acceptance, and expenditure of such gifts.
 - ii. In order to determine whether the use of the gift qualifies under the University's tax-exempt status as an educational institution, the proposed solicitation should be approved by the Office of Advancement.
 - iii. After receipt and acceptance of the gift, control of fund expenditures must be vested in a University employee as designated by the University. Gift funds received should be placed in a Designated Gift Fund account for that project. Student activity groups should request the use of the gift funds for the purpose given. Approval of expenditures will be made by the Office of Student Life.

Each authority in charge of a campus building shall establish a written policy for that building concerning all publicity by campus-affiliated groups or individuals. A copy of this policy shall be posted in readily accessible locations in the building and shall be submitted to the vice president for student life. The policy shall be updated when necessary.